

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Job Seeker's Name] for the position of [Position Title] at [Company Name]. I have had the pleasure of working with [him/her/them] for [duration of time] at [Your Company] where [he/she/they] held the position of [Job Seeker's Position].

Throughout [his/her/their] tenure, [Job Seeker's Name] demonstrated exceptional skills in [specific skills or competencies relevant to the job]. [He/She/They] consistently [describe specific achievements or contributions].

[Job Seeker's Name]'s ability to [mention relevant attributes or skills] was instrumental in [explain the impact of these skills on the team or project]. [He/She/They] is not only a dedicated and hard-working individual but also a great team player who fosters collaboration and positivity.

I am confident that [Job Seeker's Name] will bring the same dedication and expertise to [Company Name] as [he/she/they] has to [Your Company]. I wholeheartedly endorse [him/her/them] for the role of [Position Title], and I believe [he/she/they] would be a valuable addition to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you would like to discuss [Job Seeker's Name]'s qualifications further.

Sincerely,

[Your Name]
[Your Position]